

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 21-135**

**RESOLUTION AUTHORIZING PAYMENT FOR CONTRACT WITH GOVPILOT FOR THE
IMPLEMENTATION OF IMPROVED ZONING AND WORKFLOW SOFTWARE
AT AN ANNUAL COST OF \$16,668.00.**

WHEREAS: The Administrator has indicated a need to renew the software in the zoning department to continue the improved workflow process; and

WHEREAS: The software is cross departmental, improves reporting capability and organization and will increase communication and accountability; and

WHEREAS: The software allows Fairfield Township to perform permitting and payments virtually which is an important tool for safety during COVID;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby approves the contract with GovPilot, at an annual cost of \$16,668.00 for years 2-5 to be paid from Fund 1000. The contract is attached to Resolution 20-142, dated 10-28-2020, also attached hereto as Exhibit "A".

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: September 22, 2021

Board of Trustees

Vote of Trustees

Susan Berding:

Susan Berding

yes

Shannon Hartkemeyer:

Shannon Hartkemeyer

yes

Joe McAbee:

Joe McAbee

yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 22nd day of September, 2021.

ATTEST:

Shelly Schultz

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L. E. Barbieri

Lawrence E. Barbieri, Township Law Director

PROPOSAL / MASTER SUBSCRIPTION AGREEMENT

Prepared for:

Fairfield Township

Primary Contact

Thomas Burton

thomas@govpilot.com

Proposal Valid Through 2020-11-01



Overview of Services

GovPilot is a cloud-based government management platform developed exclusively for local government. We unify fragmented data and communication between employees, department heads and their administrators, resulting in an environment in which information flows freely and subject matter knowledge can be obtained within seconds. With a clear view of how well a department is operating, administrators, and department heads alike can make more educated decisions on the best course of action.

Leveraging Best Government Practices (BGP) from subject matter experts, GovPilot has developed a catalog of over 120 standard template modules as well as 3 premium services. GovPilot regularly checks the pulse of local governments and incorporates their feedback into the product, benefiting all of our customers!

GovPilot accommodates unlimited users, which allows governments to manage and share critical data throughout their organization, at no additional cost. This information can be shared 24/7 from the office, the field, or the employee's home.

Wherever the Community,
Whatever the Problem,
GovPilot offers a Solution.





Benefits of GovPilot

Employee & Elected Officials Benefit

- Customizable Dashboards to see the data that's important to you
- Remove communication and data silos
- Cut-down on call volume, walk-ins and other distractions
- Learn one platform, replace single-purpose software systems, IT doesn't need to support 10+ systems
- Drastically improve productivity through automated modules

Constituent Benefits

- Convenience of E- Commerce functionality – submit application and pay online
- Communicate concerns via Mobile App
- Access information and data via website, eliminating need to submit OPRA

Unlimited Users

- All employees and Elected Officials are eligible for login credentials

Preloaded Data

- Assessment Records, Municipal and Parcel Boundaries
- Foreclosure Filings

Cloud Based

- Access, manage and edit data from the office and in the field
- No scaling limitations, local server installation, burdensome maintenance costs or time-consuming software updates
- Data updates occur in real time, enabling office-based employees to collaborate with colleagues in the field via mobile device

Fields & Forms

- GovPilot works closely with assigned divisions and departments to modify the platform based on your unique needs
- Deploy flexible modules and forms integrated with pre-loaded data
- User-friendly, drag-and-drop interface
- Merge and log external data, attach documents, calendars, files and notes to individual property records with ease

GovPilot's Templated Modules Consist of 5 Main Components



Dashboard

Whether you are a typist, department head, city manager or elected official, GovPilot's dashboard allows you to retrieve the answers you need, quickly. The dashboard is customizable, allowing users to create shortcuts to their data, called "tiles". These tiles are doorways to filtered and sorted data sets. When clicked, each tile opens a different view. Arrange and add an unlimited number of tiles with unparalleled ease.

The dashboard features a sidebar with navigation options: Home, Modules, Recently Viewed, Map, Scheduler, My Tasks, Advanced Search, Reports, and Log. The main area displays a grid of tiles for various data sets:

- GovPilot Employees: 31
- Construction Permit: 2
- Landlord Registration: 0
- Business Registration: 3
- CCO: 4
- Processes: 550
- Report a Concern: 7
- PTO Request: 418
- Dog License: 9
- Vacant Property Regis...: 0
- Dog License: 9
- Open Records Request: 1

Below the tiles is a table of Recent Records:

Property	Form	Record Type	Reference	Status	Other	Property Address	Last Modified
		Vacant Property Registration	VCNT-2019-00001	New		45 CHELSEA CT	3/31/2019 7:58:59 PM
		Report a Concern	RAC-2019-00005	Open	Abandonment of Small Eneg...	123 DISSTON AVE	3/31/2019 7:57:57 PM
		Rental Property Registration	RPR-2019-00001	Registered	EVANS, MICHAEL & THERESA	24 S MONTGOMERY AVE	3/31/2019 7:57:17 PM
		Dog License	DG-2019-0003	Active	Biggie	24 S MONTGOMERY AVE	3/31/2019 7:56:49 PM
		Construction Permit	GP-05305	Closed		24 S MONTGOMERY AVE	3/31/2019 7:55:08 PM
		Construction Permit	GP-0633	Plan Review		100 ATLANTIC AVE	3/31/2019 7:52:31 PM
		Dog License	DG-2019-0002	Active	DOGGY	101 S RALEIGH AVE	3/31/2019 6:24:12 PM



Property Profile

The cornerstone of our platform, this feature links all property-related data to a single property profile. See all building permits, violations and licenses associated with a property. Attach and take notes within the profile as well.

The Property Profile page for 24 S MONTGOMERY AVE, ATLANTIC CITY NJ 08401, displays a Google Street View image and a list of records. The records are categorized by form type:

- Construction Permit (1)
- Dog License (1)
- Rental Property Registration (1)

The records table shows the following data:

Form	Record Type	Reference	Status	Other	Last Modified
Construction Permit	Construction Permit		Closed		03/31/2019 07:54:45 PM
Dog License	Dog License	DG-2019-0003	Active	Biggie	03/31/2019 07:56:49 PM
Rental Property Registration	Rental Property Registration	RPR-2019-00001	Registered	EVANS, MICHAEL & THERESA	03/31/2019 07:57:17 PM

On the right side, the Tax Assessment Information is displayed:

Tax Assessment Information	
OWNER COMPLETE NAME	EVANS, MICHAEL & THERESA
CITY VALUE	\$397,201.40
ASSESSMENT BUILDING	\$136,300.00
ASSESSMENT LAND	\$261,000.00
ASSESSMENT TOTAL	\$397,400.00
TAXES	\$13,599.03
TAX YEAR	2016
YEAR BUILT	1925
LAST SALE DATE	8/28/1997
LAST SALE PRICE	\$110,000.00
BLOCK 1	213
LOT 1	9
BUILDING DESCRIPTION	F2S
PROPERTY & MAILING ADDRESS SAME	Y
PROPERTY MAILING ADDRESS	24 S MONTGOMERY AVE, ATLANTIC CITY, NJ 08401
LAND DESCRIPTION	43X75
LOT SIZE	3223
LOT DEPTH	75
LOT WIDTH	43
PROPERTY AREA(ACRE)	0.074
BUILDING AREA(SQ FT)	1776
TOTAL UNITS	1
PROPERTY ADDRESS	24 S MONTGOMERY AVE
MULTIPLE UNITS	N
SALE DOCUMENT	0618000200
ZONING	R-2



Automated Workflows



Geographic Information System (GIS)



Service Order

Customer Name:	Fairfield Township	Billing Contact	Julie Vonderhaar
Billing Address:	6032 Morris Road	Phone	513-203-4441
City, State, Zip:	Hamilton, OH 45011	Email	jvonderhaar@fairfieldtwp.org

Prepared By:	Mike Sapienza	Date:	Oct 19, 2020
Valid Through:	2020-11-01	Term:	5 Year
Bill Date:	11/01/2020	Effective Date:	11/01/2020

Annual Subscription

Subscription Level	List Price	Extended Price
Professional Package 6 Modules (1) Asset Management (2) Contract Management (3) GIS Map (4) Report a Concern (5) Vehicle Maintenance (6) Work Order- General Service (7) Zoning Permit	\$16,668.00	\$16,668.00

Subtotal **\$16,668.00**

Annual Subscription \$16,668.00

The [Master Subscription Agreement](#) between Client and PropertyPilot, LLC dba GovPilot (the "MSA"), as they each may be amended from time to time pursuant to the [MSA](#), are incorporated by reference in this Service Order. Capitalized terms not defined in this Service Order have the meaning given them in the [MSA](#).

The person signing below represents that he or she is authorized to sign this Service Order on behalf of Client and that Client accepts this Service Order subject to the terms in the [MSA](#).

<https://www.govpilot.com/master-subscription-agreement>

PropertyPilot, LLC dba GovPilot	Fairfield Township
Signature: <i>James Delmonico</i>	Signature: <i>Julie Vonderhaar</i>

Name: James Delmonico
Title: Chief Product Officer
Date: 10/19/2020

Name: Julie Vonderhaar
Title: Township Administrator
Date: 10/29/2020

On-boarding and Implementation Process

Our on-boarding team is here to help you implement & launch GovPilot.

1. Kick-off Call

Your Account Manager & Onboarding Project Manager will coordinate a call with you to learn about how you will be leveraging GovPilot to gain further transparency into your day to day processes.

2. Variable Validation

To get started on your new GovPilot deployment, we need to confirm the information you've provided us during the sales process. This will also be a great opportunity for us to collect any additional information to ensure a successful on-boarding experience.

3. Variable Implementation**

During this time, our On-boarding team will be building out the modules you signed for. While this process typically takes 30-45 Days, there are times we need additional clarification. Please be sure to respond to any inquiries in a timely fashion so we can ensure a timely delivery of your services.

4. Team Training

We'll provide 1 hour live training and Q&A focused on your end-user team members. We'll deliver the training using your modules so that the users know exactly how to work with GovPilot.

We'll also provide access to our premier knowledge-base so your team can get the answers to their questions instantly!

**Variable Validation is subject to the terms stated within the On-Boarding Statement of Work

On-boarding Statement of Work

Objectives

The objective of GovPilot's on-boarding engagement is to collect and implement the necessary information to configure the purchased Modules and their corresponding template variables. This engagement also includes the training of the software in accordance to the pricing table of this document.

Scope of Work

Work will include the modification of variables as specified on the **Service Order** under **Initial Modules Selected** on a per module basis. While the variables we will modify differ on a per module basis, variables are generally inclusive but not limited to the following.

- Fees
- Licenses
- Permits
- Ordinances
- Pick-list Fields
- Employees
- Workflow Routing

Any additional work asked beyond the specified variables on a per module basis would require additional approval, scoping, and subject to a professional services rate of **\$250/hour**.

Deliverables

GovPilot will deliver the following deliverables as part of your on-boarding:

- Selected Modules stated on the **Service Order** under **Initial Modules Selected** with fully implemented variables as provided by the Customer
- Live training of the modules

Tasks and Responsibilities

Our ability to provide a successful on-boarding experience for our customers is a shared effort. It is crucial that all parties provide timely responses to any inquiries pertaining to the On-boarding.

Task	Responsibility
Provide Variable Gathering Tool(s) for completion	GovPilot
Completion of the Variable Gathering Tool	Fairfield Township

Host Review of Collected Variables with Customer

GovPilot

Responses to any additional follow ups for clarification of provided variable data

Fairfield Township

Delivery of Completed Modules

GovPilot

Host and Attendance of Training

Fairfield Township

Provide Live Training to Customer

GovPilot

Timeline for Completion of Work

Upon receipt and review of complete set of variable information collected from the customer, GovPilot's anticipated deployment time of a module is 45 days. GovPilot assumes a 24-48 hour response time from the customer upon any requests for clarification. Failure to respond in a timely response will result in a delay of your module deployment.

Data Import Restrictions

Please note that data will be imported **AS IS**. Any errors included in the data set will be compiled and provided back to the customer for correction. It is the responsibility of the customer to correct the data and resubmit it to GovPilot should they want it included in their data set.

Such errors may include, but are not limited to:

- Incorrect data type for the field
 - E.g., Email addresses in phone number fields / symbols in text and or number fields
- **For importing of data that is property related.** If there is no existing block and lot or parcel ID to link the record to, those records will not be imported.
 - The client can update those unique parcel identifiers and provide back to GovPilot should they wish to have those records in the system.

Signature Certificate

Document Ref.: KW7WP-VRRR6-OHBBW-QIWX5

Document signed by:

	James Delmonico Verified E-mail: james@govpilot.com	
IP: 108.50.241.186 Date: 19 Oct 2020 20:23:39 UTC		
	Julie Vonderhaar Verified E-mail: jvonderhaar@fairfieldtwp.org	
IP: 216.48.130.238 Date: 29 Oct 2020 15:50:31 UTC		

Document completed by all parties on:
29 Oct 2020 15:50:31 UTC

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**FAIRFIELD TOWNSHIP
RESOLUTION NO. 20-142**

**RESOLUTION AUTHORIZING ADMINISTRATOR TO EXECUTE CONTRACT WITH GOVPILOT
FOR THE IMPLEMENTATION OF IMPROVED ZONING AND WORKFLOW SOFTWARE
AT A TOTAL COST OF \$16,668.00.**

WHEREAS: The Administrator has indicated a need for new software to improve zoning and workflow process;
and

WHEREAS: The new software is cross departmental, improves reporting capability and organization and will
increase communication and accountability; and

WHEREAS: The software allows Fairfield Township to perform permitting and payments virtually which is an
important tool for safety during COVID;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio,
as follows;

SECTION 1: The Board hereby approves the contract with GovPilot, at a total cost of \$16,668.00 for the
implementation of improved zoning and workflow software.

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two
separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon
its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees
through the Ohio Revised Code and not the specific authority granted to the Board of
Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and
relating to the passage of this Resolution were taken in meetings open to the public, in
compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: October 28, 2020

Board of Trustees

Vote of Trustees

Shannon Hartkemeyer: _____

Joe McAbee: _____

Susan Berding _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer
this _____ day of _____, 2020.

ATTEST:

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri, Township Law Director